



## Job Description

<b>Job Title</b>	<b>Governance and Compliance Manager</b>
<b>Salary Scale</b>	Grade 4
<b>Responsible to</b>	CEO/ Board of Directors
<b>Location:</b>	St John Paul II MAC Central office, Sacred Heart School

### Core Purpose:

To ensure that all layers of the Academy's governance arrangements operate as a coherent whole through monitoring compliance with regulatory requirements.

The postholder will be the Multi Academy lead for ensuring high standards of governance including advising the Senior Leaders in the St John Paul II MAC, the Chair and the Board on governance process and practice. They will ensure compliance with regulatory and legislative requirements, ensure the Board's decisions are acted upon and are in accordance with the agreed Articles of Association, scheme of delegation, terms of reference and funding agreement.

To ensure clear and effective communication with stakeholders, particularly with local governing bodies.

### Main duties and responsibilities

1. To support the efficient and effective operation of the Board and its Committees, ensuring that Board business continues to drive the successful delivery of the mission and strategic objectives of the St John Paul II multi academy company:
  - Responsible for the maintenance and management of all Board policies, coordinating their review and communicating them to stakeholders.
  - Provision of strategic governance and policy advice to the Board Chair and other Directors as well as being the first point of contact on Board business.
2. To lead on maintaining robust corporate governance across the multi academy, including ensuring that regulatory and statutory reporting obligations are met:
  - Advising the Chair, CEO and Directors on key matters of regulatory and statutory importance.
  - Ensuring statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, the Archdiocese of Birmingham and the Education and Skills Funding Agency.
  - Ensuring that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, as well as multi Academy terms of reference, policies and operational procedure.
  - Carrying out a strategic quality assurance exercise on all documentation that goes to the Board.
  - Supporting leaders across the Academy with the preparation of internal and external audits.



- Managing and maintaining the multi academy's Strategic Risk Register and risk management policy in conjunction with the CEO, Chair of the Board and Chairs of the Board Committees and MAC Senior Leadership Team.
  - Work in conjunction with the multi academy's legal advisers to ensure all other regulatory obligations continue to be fulfilled.
3. To drive the development of system leading governance arrangements through ensuring high standards of local challenge and support, and enabling all layers of governance to function as an effective and coherent whole:
- Oversee liaison and communication between the various layers of governance so that information flows efficiently both ways.
  - Build proactive and productive working relationships with Principals, local Chairs, and local governors, and act as troubleshooter for governance issues across all academies.
  - Lead recruitment and retention of local governors.
  - Lead on embedding a governance handbook, code of conduct and local governance terms of reference across the whole MAC.
4. To work collaboratively with other key multi academy functions so that Governance and Policy within the MAC supports and enables the delivery of the mission and strategic objectives of the St John Paul II MAC:
- Support the COO and CEO in due diligence activity of new academies potentially joining the Trust by preparing the schools' current governing body for conversion/transfer.
  - Lead on co-ordination of key policies across the Trust, including defining which sit at school and Trust-level, and driving the production and updating of central Trust policies.
  - Ensure local governance complements school improvement activity to ensure local arrangements are providing robust support and challenge for school action plans.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade of the post.

### **Special Conditions of Employment**

#### Rehabilitation of Offenders Act 1974

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with JPIIMAC Disciplinary Procedure.

#### Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the JPIIMAC Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.



### Equality and Diversity

- John Paul II Multi Academy is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the MAC to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

### Training and Development

- The MAC has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### Mobility

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the MAC they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

- This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

## Person Specification

Attributes	Criteria
Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>Extensive experience of supporting and advising Boards and their senior committees, with direct corporate governance experience</li> <li>Evidence of leading on governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation’s strategic objectives</li> <li>Strong track record of successfully making strategy a reality, delivering demonstrable improvements to processes and practice</li> <li>Experience of identifying and mainstreaming organisational best practice, whilst also troubleshooting areas of weakness</li> </ul>



	<ul style="list-style-type: none"> <li>• Evidence of successfully building relationships with internal and external stakeholders at all levels in order to implement the highest possible standards of governance practice</li> <li>• Have been an academy or school governor, worked closely with school governors and/or Academy trustees/Directors</li> <li>• Previous experience of governance and compliance work in a school or multi academy setting.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• As above but working within the Charity and/or Catholic sector.</li> </ul>
<p>Qualifications and Training</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• At least 5 GCSEs, at grade C or above including English and Maths</li> <li>• Degree or equivalent</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• ICSA or Legally Qualified</li> <li>• Governance training</li> <li>• Willingness to engage in further training</li> </ul>
<p>Knowledge, Skills and Abilities</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• An up to date understanding of good practice in corporate governance, including an understanding of the relationship between the Executive and Non-Executive</li> <li>• A firm commitment to uphold the mission and values of the St John Paul II Multi Academy Company</li> <li>• Thorough knowledge of governance in the education sector, including latest Multi academy best practice, plus DfE and ESFA requirements</li> <li>• The ability to quickly gain credibility and influence senior colleagues, including being persuasive and pushing back where necessary</li> <li>• Ability to convey complex information with clarity, including writing concise and effective Board papers</li> <li>• Excellent planning and organisational skills</li> <li>• Strong interpersonal skills coupled with high levels of EQ and the ability to act diplomatically and with tact</li> <li>• Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across disparate geographical locations</li> <li>• Confident in the use of IT to support and develop communication and systems/ processes to maximise efficient working.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• A good knowledge of governance in the Catholic Education sector</li> <li>• Be a practicing Catholic</li> </ul>